

Marine Corps Installations East Contracting PR Builder

WAYNE GRAY

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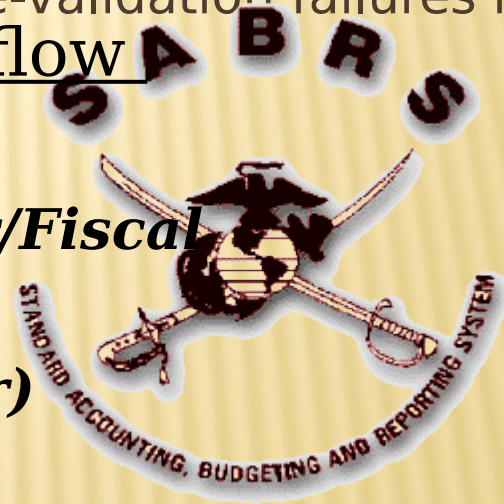
Procurement Request Builder (PR Builder)

FEATURES

Financial Systems Interface: PR Builder has the ability to interface to the SABRS accounting system to automate the commitment process for all goods and services that will be purchased utilizing a contract. This automation reduces the Fiscal Users' work efforts by eliminating the need to manually commit funds in SABRS. In addition, it should reduce USMC-wide pre-validation failures in the

Sample SABRS Compatible Workflow (non-contractual)

- ♦ **SSgt Johns** (*Requirements User/Fiscal User*)
- ♦ **Capt Myers** (*Financial Approver*)
- ♦ **SABRS**



*Automated use of Lines of Accounting/FIP
through use of the SABRS interface*

FEATURES

SPS/PD2 Interface: PR Builder has the capability to interface with the Standard Procurement System (SPS) which automates the contract writing process. PR Builder sends purchase requests information to SPS for automated database upload to the Procurement Desktop Defense (PD2).

Sample Workflow in PR Builder

(contractual)

- ♦ **SSgt Johns (*Fiscal User*)**
- ♦ **Contract Compliance Dept.**
- ♦ **Capt Myers (*Financial Approver*)**
- ♦ **SABRS**
- ♦ **Purchasing and Contracting Office**
- ♦ **(*Contracting Manager*)**
- ♦ **SPS** *Automates the procurement process through the use of the PR Builder-SPS interface*



FEATURES

- ▮ **Tracking Log:** All historical data related to a purchase request is stored electronically. The "Tracking Log" also shows the current status of a purchase request.
- ▮ **Customizable Workflows:** Units can establish different workflows or approval threads for routing purchase requests. Workflows are defined according to a unit's business process.
- ▮ **E-mail Notifications:** Users are notified of actions taken on a purchase request by e-mail, users are updated of document status via this feature.
- ▮ **Search Capability:** Users can search previous purchase requests for pricing and other information.
- ▮ **Document Attachment:** Users can upload documents (i.e. SOW, product descriptions, etc.) with their purchase requests. The attachment will be available to all members of the workflow
- ▮ **Reporting Capabilities:** Useful tool that can help with collecting metrics for each sites. This also helps tracking documents in PR Builder
- ▮ **Miscellaneous Pay:** A non-contractual document used for vendor payment and personal reimbursement
- ▮ **Address Book:** Shipping and Vendor information

FEATURES

▮ Benefits of using PR Builder:

- ▮ Automated paperless document transmission
- ▮ Tracking and managing of purchase requests electronically
- ▮ Standardized within USMC
- ▮ Management tool - visibility of procurement activity for business leaders both locally and at the enterprise level
- ▮ Flexibility to accommodate different process flows across various USMC activities (regardless of LAN, geographic location)
- ▮ 24 hours level 1 help desk support
- ▮ Fully web based, no need to install and / or maintain equipment or software locally
- ▮ Self-registration - users can initiate account by registering online - requires PKI certificate or CAC

USER ROLES

Requirements User	<ul style="list-style-type: none"> ◆ Creates and routes purchase requests/funding documents for approval ◆ Enters data on purchase requests, cannot add funding data unless they have a Fiscal User role
Approver	<ul style="list-style-type: none"> ◆ Can be another stakeholder to enter other requirements (Specifications, SOW, etc.) ◆ Can be someone that is required to review the document before moving on to the approval thread
Fiscal User	<ul style="list-style-type: none"> ◆ Add funding data to purchase requests/funding documents ◆ Create and manage their own funding data (FIPs, LOAs) ◆ Required user in a SABRS compatible workflow
Financial Approver	<ul style="list-style-type: none"> ◆ Ensures that FIP assigned to purchase request is valid ◆ Add funding data to purchase requests if necessary ◆ Required user in a SABRS compatible workflow ◆ Approval on document triggers the interface between PR Builder and SABRS
Fund Holder Approving Official (FHAO) - NEW	<ul style="list-style-type: none"> ◆ Ensures that FIP assigned to funding document is valid ◆ Add funding data to funding documents if necessary ◆ Required user in a SABRS compatible workflow ◆ Approval on funding documents triggers the interface between PR Builder and SABRS
Workflow Manager	<ul style="list-style-type: none"> ◆ Administers users, workflows, and DODAACs and business processes of their unit or organization within the PR Builder system
Contracting Manager	<ul style="list-style-type: none"> ◆ Each Contracting Office's final approver is assigned this role. ◆ It enables them to send their purchase requests to the SPS/PD2 database

USER ROLES

- ▮ Requirements Users Key Responsibilities
 - ▮ Creating and routing of PRs, FDs and MiscPay documents
 - ▮ Daily monitoring of document status by checking e-mail notifications and PRBuilder inbox
 - ▮ Upload appropriate requirements documents i.e. SOW, specifications, etc upon routing documents
 - ▮ Ensure document gets approved completely
 - ▮ Reroute documents to appropriate workflow thread if disapproved
 - ▮ Request appropriate workflows from Workflow Managers
 - ▮ Create modifications to all documents

DOCUMENT TYPES – PR FORM

- ▢ PR Functionality
 - ▢ Route for Review
 - ▢ Route for Information
 - ▢ Route for Approval
 - ▢ Modification
 - ▢ Subject to Availability of Funding
 - ▢ Send to SABRS for Financial Validation
 - ▢ Send to SPS/PD2 for contracting purposes
- ▢ Functions within the PR
 - ▢ **Email as PDF format**
 - ▢ Copy to create new documents
(i.e. create templates, use old documents)
 - ▢ Move from one cabinet to the other
 - ▢ Delete if a mistake has been made
(only In-process documents that were NEVER routed before)
 - ▢ Upload Attachments
 - ▢ Recall Route
(Routed by mistake, need to add additional information, etc. Documents that in the SABRS system for validation cannot be recalled)


ACCOUNT ACCESS

Login - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://www.prbuilder.usmc.mil/login.aspx> Go Links



Online Procurement Request Application

PR ★ BUILDER

PR Builder v4.0 User Login

CURRENT USERS

User Name

Password

Need Assistance? Contact Support (877) 452-9058
International Users +1 (512) 531-6381

NEW USERS

[Register for New User Account](#)

PRBuilder 4.1 Production Environment. Built 6/22/2007.

Need Assistance? Contact Support (877) 452-9058
International Users +1 (512) 531-6381

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Click on this HyperLink.

Start | Microsoft Office Word | Login - Microsoft Internet Explorer | Inbox - Microsoft Outlook | Login - Microsoft Internet Explorer | Procurement Request Application | 11:28

ACCOUNT ACCESS

PASSWORD CREATION REQUIREMENTS			
Password must contain at least one (1) number.		Password must contain at least eight (8) characters.	
Password must contain at least one (1) upper case letter.		Password cannot contain any spaces.	
Password must contain at least one (1) lower case letter.		Password cannot begin with a number.	

NEW USER ACCOUNT INFORMATION			
First Name Robert	Middle Name 	Building 	Room
Last Name Lopes	UserName rlopes	Phone 703-555-5555	Secure Phone/DSN
Password *****	Confirm Password *****	Fax 	
Email robert.lopes@usmc.mil	Rank 	<input checked="" type="checkbox"/> Same as that of Primary Dodaac Address	
Organization None Selected		Address 1 MARCORSYSCOM	Address 2 2200 LESTER STREET
DoDAAC/UIC Administration Click For Available DoDAACs/UICs <div> M67001 M67004 M67854 </div> <div>Remove Dodaacs</div> <div> Primary Dodaac M67854 </div>		City QUANTICO	State Virginia
		ZIP Code 22134-6050	Country UNITED STATES
<div>Register Clear Cancel</div>			

Requirements for account registration:

- Access to the Internet, PR Builder is web-based
- Internet Explorer version 6.0 or higher.
- **Netscape is not compatible with PR Builder*
- Valid e-mail address, phone and address
- Valid DODAAC/UIC/RUC
- Choose a Username – not case sensitive
- Choose a Password - At least 8 character password with at least 1 number, 1 uppercase letter and 1 lowercase letter (i.e. Prbuilder1). Passwords are case sensitive

USER ADMINISTRATION PAGE

[Change My Password](#)

USER ADMINISTRATION			
First Name PRB Admin	Middle Name	Building	Room
Last Name USMC Program Office	UserName usmc_admin	Phone 202-528-0410	Secure Phone/DSN
Password	Confirm Password	Fax	
Email lsymonette@symonet.com	Rank	<input checked="" type="checkbox"/> Same as that of Primary Dodaac Address	
Organization US Marine Corps		Address 1 MARCORSYSCOM	Address 2 2200 LESTER STREET
Available Roles <input checked="" type="checkbox"/> Workflow Manager <input checked="" type="checkbox"/> Requirements User <input checked="" type="checkbox"/> Fiscal User <input checked="" type="checkbox"/> Approver <input type="checkbox"/> Financial Approver <input checked="" type="checkbox"/> Contracting Manager <input type="checkbox"/> Fund Holder Approving Official		DoDAAC/UIC Administration Click For Available DoDAACs/UICs <div> M00001 M00002 M00003 M00004 M00005 M00011 M00012 M00013 M00014 M00016 </div> <input type="button" value="Remove Dodaacs"/> Primary Dodaac M67854	
		City QUANTICO	State Virginia
		ZIP Code 22134-6050	Country UNITED STATES
<input type="button" value="Update User"/> <input type="button" value="Cancel"/>			

- Primary DoDAAC assignment, address defaults to DODAAC address
- Inactivate/Activate User (for Workflow Managers)
- Assign User Roles (for Workflow Managers)
- Change Passwords
- Change Email Address

			First Name	Last Name	User Name	Email
	Activate		Evelyn	Abrams	Abramsea	evelyn.abrams@usmc.mil
	Activate		James	Adams	adamsjn	adamsjn@mcsc.usmc.mil
	Activate		Albert	Albrecht	albrechtae	albrechtae@mcsc.usmc.mil
	Activate		Brian	Alexander	alexanderbt	alexanderbt@mcsc.usmc.mil
	Activate		Joan	Ambrose	Ambrosejc	ambrosejc@mcsc.usmc.mil
	Activate		Pamela	Amorosi	Amorosipj	Amorosipj@mcsc.usmc.mil
	Activate		Donald	Anderson	andersonde	andersonde@inlwd.usmc.mil
	Activate		Christina	Applegate	Applegatece	applegatece@mcsc.usmc.mil
Edit	Inactivate	Change Password	Sean	Arnett	arnettsh	sean.arnett@usmc.mil
	Activate		Eileen	Ashby	ashbyel	ashbyel@mcsc.usmc.mil
	Activate		Elizabeth	Austin	Austinek	elizabeth.austin@usmc.mil
	Activate		Rick	Azzarano	Azzaranora	azzaranora@mcsc.usmc.mil
	Activate		Annette	Baines	bainesa	bainesa@mcsc.usmc.mil
Edit	Inactivate	Change Password	SUE	BANACH	BANACH	susan.banach@usmc.mil
	Activate		Barbara	Banks	banksba	barbara.a.banks@usmc.mil

WORKFLOW ADMINISTRATION

Workflow Administration

- “Contract Compliance Dept.”** is a system that approves or disapproves your purchase request.
- “SABRS”** is a system user that must be added within the workflow
- “SPS”** is a system user and must be added as the final approver to any new SPS compatible workflow.

WorkFlow Administration

SPS compatible workflows, SABRS needs to be included explicitly in the workflow. SPS compatible workflows, SPS needs to be included explicitly as the last step in the workflow.

Chosen Approvers

LCpl Joe
Contract Compliance
SSgt Hardcore
SABRS
SPS

Move Up
Move Down

Contracting Officer

Chosen DODAACs/UICs

M67854
M95450

Modify WorkFlow Delete WorkFlow Cancel

FIP ADMINISTRATION

- ▮ Fiscal User/Financial Approver/FHAO User Roles
 - ▮ FIP Profile and FIP Account Administration are combined in one page
 - ▮ FIP Accounts can be labeled for easy identification

Financial Information Pointers

FIP Profile Administration

Default	MAC	BEA/FAC	BESA/WC
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	*	*	*

Save Profile

Delete Profile

Clear

FIP Account Administration

Label	FF	FC	OC/SOC	CAC	BRC	JON/LU	RON	RBC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*		*	*					

Save Account

Delete Account

Clear

FIP Profiles

Default	MAC	BEA/FAC	BESA/WC
<input type="checkbox"/>	M67854	50	00
			Edit

FIP Accounts

Label	FF	FC	OC	CAC	BRC	JON/LU	RON	RBC
SYSCOM	M67854005559	BF	26A0	0002				
								Edit

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Label	FF	FC	OC	CAC	BRC	JON/LU	RON	RBC
SYSCOM	M67854005559	BF	26A0	0002				
Profile MAC: M67854 BEA: 50 BESA: 00								
Account SYSCOM FF: M67854005559 FC: BF OC/SOC: 26A0 CAC: 0002 BRC: JON/LU: RON: RBC:								
Go to USMC LOA					Go to DOD LOA			
SDN M00001 07 SU 00001				Fiscal Year 2006		Cost Code		ACRN AA

ADDRESS BOOK

- Shipping Addresses - DODAAC addresses from the DAASC database
- Recommended Sources of Supply - Vendor addresses (Recommended Sources of Supply) from the CCR database

ADDRESS SEARCH/MODIFICATION			
Go to DODAAC Address Book			Search My Profiles Only
Profile Name	Cage Code	Vendor Name	POC
Email Address	Phone	Fax	Building
Room	Address 1	Address 2	City
State Select a State	Zip Code	Country UNITED STATES	DUNS Plus4
URL			
<input type="button" value="Search for Address"/> <input type="button" value="Clear"/> <input type="button" value="Save to Address Book"/> <input type="button" value="Delete from Address Book"/>			
ADDRESS SEARCH RESULTS			
Profile Name Smith	Cage Code 12345	Vendor Name Smith	POC Mr. Smith
Email Address	Phone	Fax	Building
Room	Address 1 111 I St	Address 2	City Washington
State District of Columbia	Zip Code 20005	Country UNITED STATES	DUNS Plus4
URL			
<input type="button" value="Select the Address Above"/>			

ADDRESS SEARCH/MODIFICATION			
Mailing Address (TAC2) Go to Vendor Address Book			Search My Profiles Only
Profile Name	DODAAC	POC	Email Address
Phone	Fax	Building	Room
Address 1	Address 2	City	
State Select a State	Zip Code	Country UNITED STATES	Activity Name
<input type="button" value="Search for Address"/> <input type="button" value="Clear"/> <input type="button" value="Save to Address Book"/> <input type="button" value="Delete from Address Book"/>			
ADDRESS SEARCH RESULTS			
Profile Name Originator	DODAAC M67854	POC PRB Admin USMC Program Office	Email Address lsymonette@symonet.com
Phone 202-528-0410	Fax	Building	Room
COM	Address 2 2200 LESTER STREET	City QUANTICO	
	Zip Code 22134-6050	Country UNITED STATES	Activity Name COMMANDING GENERAL
<input type="button" value="Select the Address Above"/>			





CABINETS

- System cabinets (Inbox, Approved Archive, Disapproved Archive, SAF) are now accessible through the menu item “Cabinets”.
- Users now have the ability to create sub-cabinets under a top level cabinet for better document organization.
- From inside a System or Personal Cabinet, users can move multiple documents (Batch move) to folders within the respective cabinet.
- System cabinets such as “Approved Archive” or “Disapproved Archive” only appear if the user has approved or disapproved a document in PRB.

Cabinets > [Administration](#) >

Cabinets Administration

Create Top Level Cabinet
Delete Cabinet/s

	Cabinet Name	Document Count		Delete	Move	Rename
	Approved Archive	1	Create Sub Cabinet	<input type="checkbox"/>		
	Disapproved Archive	1	Create Sub Cabinet	<input type="checkbox"/>		
	USMC	8	Create Sub Cabinet	<input type="checkbox"/>		Rename
	FY06	0		<input type="checkbox"/>	Move Cabinet	Rename

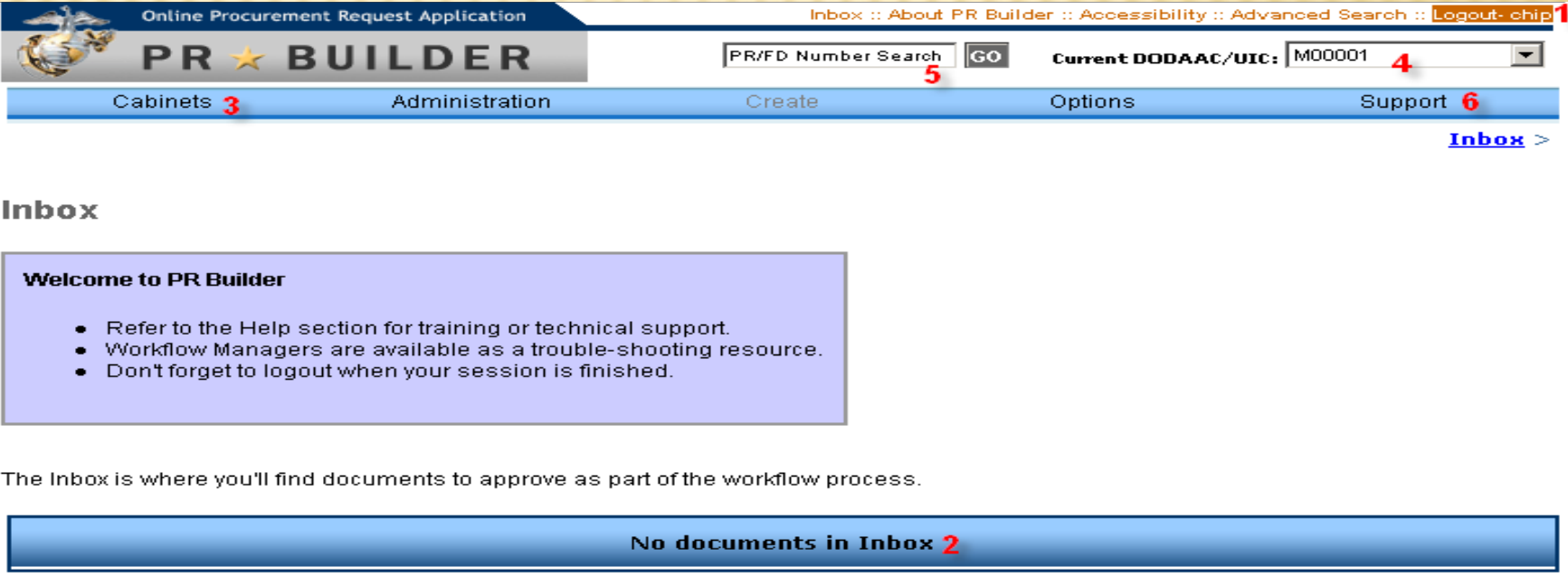
CONTACT WORKFLOW MANAGER

- ▮ Have your workflow manager assign your roles and responsibilities.
 - ▮ **Requirements User**
 - ▮ **Approver**
 - ▮ **Fiscal User**
 - ▮ **Financial Approver**
 - ▮ **Fund Holder Approving Official (FHAO)**
 - ▮ **Workflow Manager**
 - ▮ **Contracting Manager**

- ▮ **Once this is done you are reading to create a Purchase Request**

INBOX – PRBUILDER DESKTOP

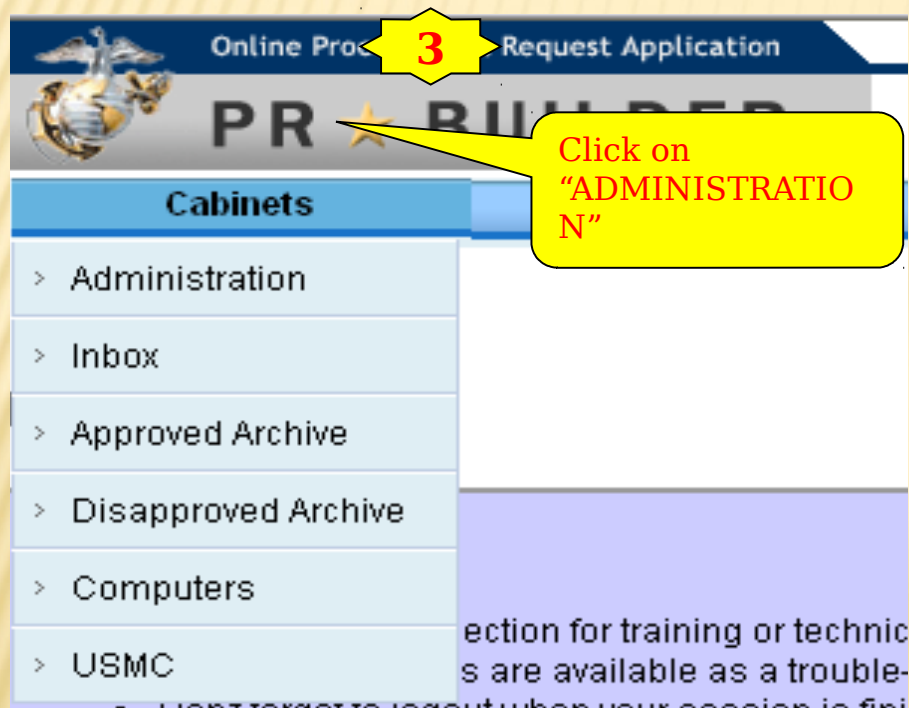
1. **Current User/Logout Link** shows the current user logged in and provides the link for users to exit out of the system properly
2. The **Inbox** that was previously in the left navigation bar will be presented on the main page once users log-in. Documents that are waiting for approval will be on the main page, which will be the user's Inbox.
3. The **Cabinets** such as user created cabinets and Approved/Disapproved Archive cabinets will be under the menu Cabinets. Subfolders are now available to create in the cabinets administration page to give assist users with a better electronic filing system within PRBuilder.
4. The **DODAAC** dropdown that displays the DODAAC/UIC/RUC that the user is registered under is located on the top right of the screen
5. The **Search** field that is used to search documents to view current status or location is located on the top right of the screen. An **Advanced Search** link is also provided for filtering search categories.

6. The screenshot shows the PR Builder desktop interface. At the top, there is a blue navigation bar with the text "Online Procurement Request Application" on the left and "Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Logout- chip" on the right. Below this is a white bar with the "PR BUILDER" logo on the left, a search field labeled "PR/FD Number Search" with a "GO" button, and a dropdown menu for "Current DODAAC/UIC:" showing "M00001". Below the white bar is a blue bar with links: "Cabinets", "Administration", "Create", "Options", and "Support". The "Cabinets" link is highlighted with a red "3", and the "Support" link is highlighted with a red "6". To the right of the "Support" link is a blue link "Inbox >". Below the blue bar is the "Inbox" section. It has a purple box with the text "Welcome to PR Builder" and a list of three items: "Refer to the Help section for training or technical support.", "Workflow Managers are available as a trouble-shooting resource.", and "Don't forget to logout when your session is finished." Below the purple box is a blue bar with the text "No documents in Inbox".

The Inbox is where you'll find documents to approve as part of the workflow process.

SYSTEM NAVIGATION

STARTING A PURCHASE REQUEST



CABINETS

- ▮ **Administration** – create and manage personal and system cabinets
- ▮ **Inbox** – where documents that are waiting for approval will be in this cabinet, also on the main page
- ▮ **Approved Archive/Disapproved Archive** – system cabinets for Fiscal Users, Financial Approvers, FHAO, Approvers and Contracting Managers
- ▮ **User Generated Cabinets** – users can create cabinets to store their documents

CabinetCreate - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.prbuilder.usmc.mil/pages/CabinetAdmin.aspx>

Online Procurement Request Application

PR ★ BUILDER

PR/FD Number Search GO Current DODAAC/UIC: M20220

Cabinets Administration **Create** Options Support

Notice that "CREATE" is grayed out.

Click here to create a cabinet.

Create Top Level Cabinet Delete Cabinet/s

Cabinet Name	Document Count		Delete	Move	Rename
FY 04	1	Create Sub Cabinet	<input type="checkbox"/>	Move Cabinet	Rename
FY 05	12	Create Sub Cabinet	<input type="checkbox"/>	Move Cabinet	Rename
FY 06	21	Create Sub Cabinet	<input type="checkbox"/>	Move Cabinet	Rename
FY 08	8	Create Sub Cabinet	<input type="checkbox"/>	Move Cabinet	Rename
FY07	12	Create Sub Cabinet	<input type="checkbox"/>	Move Cabinet	Rename
PRs	56	Create Sub Cabinet	<input type="checkbox"/>	Move Cabinet	Rename

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Done

Start DELETED... Procurem... Updated ... PRBuilder... 2008 Pur... Cabinet...

12:26

CabinetCreate - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.prbuilder.usmc.mil/pages/CabinetAdmin.aspx>

Online Procurement Request Application [Inbox :: About PR Builder :: Accessibility :: Advanced Search :: Logout: roolerk](#)

PR BUILDER

PR/FD Number Search GO Current DODAAC/UIC:

Cabinets Administration Create Options Support

Cabinets > [Administration](#) >

Cabinets Administration

Create Top Level Cabinet

Cabinet Name:

Click here and it will save your cabinet.

	Document Count		Delete	Move	Rename
FY 04	1	<input type="button" value="Create Sub Cabinet"/>	<input type="checkbox"/>	<input type="button" value="Move Cabinet"/>	<input type="button" value="Rename"/>
FY 05	12	<input type="button" value="Create Sub Cabinet"/>		<input type="button" value="Move Cabinet"/>	<input type="button" value="Rename"/>
FY 06	21	<input type="button" value="Create Sub Cabinet"/>		<input type="button" value="Move Cabinet"/>	<input type="button" value="Rename"/>
FY 08	8	<input type="button" value="Create Sub Cabinet"/>		<input type="button" value="Move Cabinet"/>	<input type="button" value="Rename"/>
FY07	12	<input type="button" value="Create Sub Cabinet"/>		<input type="button" value="Move Cabinet"/>	<input type="button" value="Rename"/>
PRs	56	<input type="button" value="Create Sub Cabinet"/>		<input type="button" value="Move Cabinet"/>	<input type="button" value="Rename"/>

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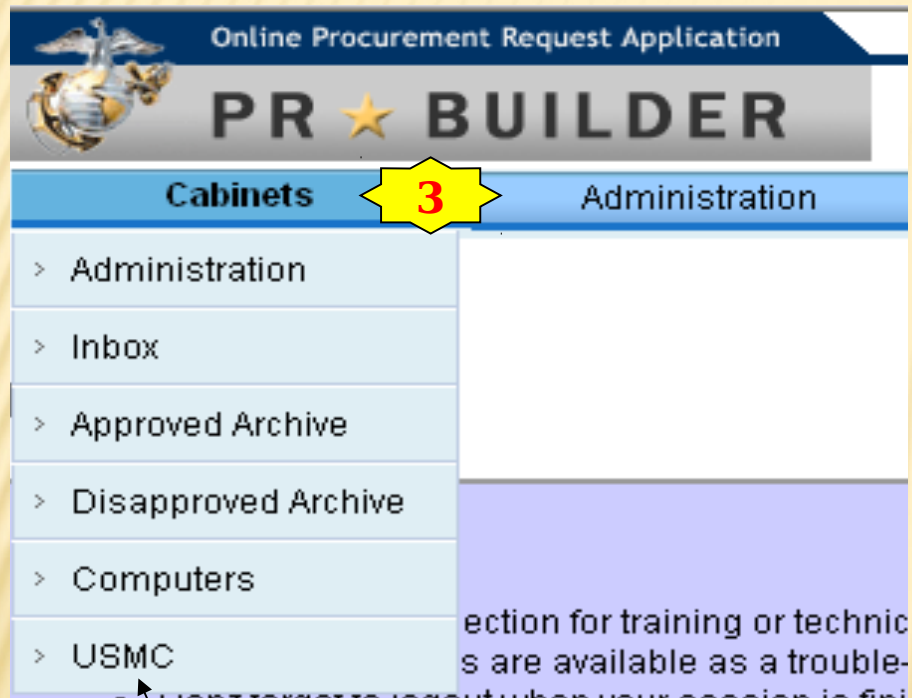
Done

Start DELET... Procur... Update... PRBuild... 2008 P... Cabin...

Internet 12:29

SYSTEM NAVIGATION

STARTING A PURCHASE REQUEST



User Generated Cabinets

CABINETS

- ▮ **Administration** – create and manage personal and system cabinets
- ▮ **Inbox** – where documents that are waiting for approval will be in this cabinet, also on the main page
- ▮ **Approved Archive/Disapproved Archive** – system cabinets for Fiscal Users, Financial Approvers, FHAO, Approvers and Contracting Managers
- ▮ **User Generated Cabinets** – users can create cabinets to store their documents

SYSTEM NAVIGATION

Cabinet - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.prbuilder.usmc.mil/pages/CabinetMain.aspx?CabinetID=71180>

Online Procurement Request Application [Inbox](#) [About PR Builder](#) [Accessibility](#) [Advanced Search](#) [Logout-roolark](#)

PR ★ BUILDER

PR/FD Number Search GO Current DODAAC/UIC:

Cabinets Administration **Create** Options Support

FY 08 - No Sub cabinets found

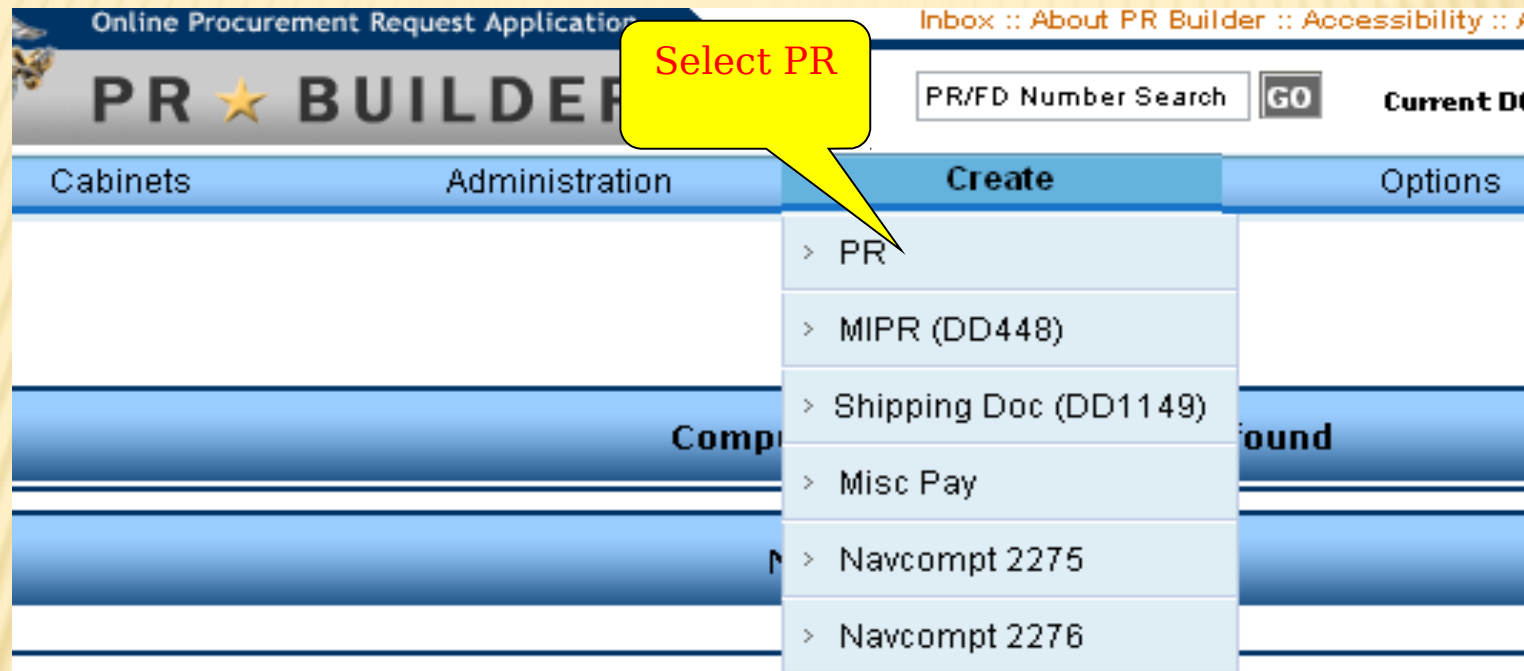
7 documents in Cabinet

	Document Number	Document Name	Document Type	Priority	Dollar Amount	Options	Status	Move
	M20220-08-SU-LP004	APC Replacement Battery Cartridge #7	Purchase Request	5	\$259.98	Attachments Tracking Log	Routed for Approval	<input type="checkbox"/>
	M20220-08-SU-LP003	RCO Furniture	Purchase Request	4	\$3,347.56	Attachments Tracking Log	Approved/Delivered	<input type="checkbox"/>
	M20220-08-SU-LP002-0001	Furniture	Purchase Request	4	\$0.00	Attachments Tracking Log	Approved/Delivered	<input type="checkbox"/>
	M20220-08-SU-LP002	Furniture	Purchase Request	4	\$2,847.56	Attachments Tracking Log	Approved/Delivered	<input type="checkbox"/>
	M20220-08-SU-LP001	HP DLT Cleaning Cartridges C5142A	Purchase Request	15	\$135.26	Attachments Tracking Log	Approved/Delivered	<input type="checkbox"/>
	M20220-08-SU-L0002-0001	Furniture	Purchase Request	4	\$0.00	Attachments Tracking Log	Approved/Delivered	<input type="checkbox"/>
	M20220-08-SU-L0002	Furniture	Purchase Request	4	\$3,347.56	Attachments	Approved/Delivered	<input type="checkbox"/>

Start | | Microsoft Offi... | **Cabinet - M...** | | 6:42

Notice that "CREATE" is black now. This indicates that you are ready to generate a purchase request.

SYSTEM NAVIGATION



CREATE

- Access to PRs, FDs and Misc Pay documents
- A cabinet **must be open** to access
- ONLY available to Requirements User

SYSTEM NAVIGATION

CreatePurchaseRequest - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.prbuilder.usmc.mil/pages/CreatePurchaseRequest.aspx>

Online Procurement Request Application [Inbox](#) :: [About PR Builder](#) :: [Accessibility](#) :: [Advanced Search](#) :: [Logout: rooclert](#)

PR ★ BUILDER

PR/FD Number Search Current DODAAC/UIC:

Cabinets Administration Create Options Support

[Create > PR >](#)

Create Purchase Request

New Purchase Request

Click on Register

- This will generate the next Purchase Request number.
- You can change this request number to a specific number.

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Done Start Microsoft Offi... CreatePurc... Internet 6:45

SYSTEM NAVIGATION

PR - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.prbuilder.usmc.mil/pages/PurchaseRequest.aspx>

Cabinets Administration Create Options Support

Cabinets > FY 08 > M20220-08-SU-TEST1 >

Purchase Request

Remember to save your work upon leaving this form.

Route for Review Complete Attachments Print Fiscal Summary

Save Copy Delete FY 08 GO

You can change this to reflect the financial commitment.

Priorities are established in reference to UMMIPS (MCO 4400.16G)

Requirement Justification: Clearly identify why this purchase needs to be made or the mission the purchase will support.

Select the correct Financial System.

- None Select
- SABRS

This will only be used for sole source.

Add the date that you want it to be released for commitment to SABRS.

Use for FUTURE Fiscal Year ONLY.

PR point of contact: Include e-mail address and phone number of supervisor who has/ understands the purchase need.

Alternative Buy M20220-08-SU-TEST1

PR Name Test 1

Actual Price

5/11/2008 5:51:54 PM

Financial System SABRS

Priority 15 (lowest)

Priority Justification

Additional Info

☐ Sole Source

☐ Classified

DD/OX Rating

☐ Subject to Availability or RFP

SAF Release Date

Originator Information

Name: RCO Clerk

Building: 355

Room:

Address: PSC 557 Box 2000

0 96379-2000 US

Phone: 011816117457495

Email: sarbjit.edmund@usmc

Done

Start Microsoft Offi... PR - Micros...

Internet 6:47

SYSTEM NAVIGATION

PR - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://www.prbuilder.usmc.mil/pages/PurchaseRequest.aspx>

Search Favorites Media

Go Links

Subject to Availability of Funds

0 96379-2000 US

Phone: 011816117457495

0001 sarbjit.edmund@usmc.mil

LINE ITEMS

CLIN - SLIN 0001

Item Name

Quantity 0.0000

Unit Price \$0.00

Unit of Issue EA - Each

Amount \$0.00

Line Item Description

ShipTo Select a Ship To Address

Enter Date Required OR PoP Dates (mm/dd/yyyy)

☒ DateRequired:

☐ POP Start Date:

☐ POP End Date:

Packaging Description

Financial Information Pointers

Label FF MAC BEA/FAC BEA SOC CAC BRC JON/LU RON

Profile

Account

Go to DOD LOA

Start

Microsoft Offi...

PR - Micros...

7:34

28

Annotations:

- Add the name of the item that you want.
Example: Tandberg 7000
- Add the quantity you want.
- Add the single price of the item.
- Self populates from QUANTITY and UNIT PRICE boxes.
- Add the salient characteristics of the item you are requesting.
FAR 11/ NAVSUPINST 4200.85D
Example:
a. Common Nomenclature
b. Kind of Material
c. Electrical data
d. Dimensions, size, capacity
e. Principles of Operation
f. Restrictive Environmental Conditions
g. Intended use
h. Equipment with which the item is to be used
i. End item application.
j. Original equipment MFG part number
k. Other pertinent
- Search for address
- Same as Originator
- Enter the Period Of Performance that you require the service to START and END.
- Input the date that you require the item to be on Okinawa.
- Requirement Description on: Clearly identify what needs to be purchased.
Include part &
- Add any specific packaging instructions.
Example: Special equipment that needs specific packaging to prevent damage.

SYSTEM NAVIGATION

PR - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://www.prbuilder.usmc.mil/pages/CabinetMain.aspx?CabinetID=71180> Go Links

Financial Information Pointers

Label	FF	MAC	BEA/FAC	BESA/WC	FC	OC/SOC	CAC	BRC	JON/LU	RON	RBC
Profile											
Account											

Go to USMC LOA Go to DOD LOA

SDN M20220 08 SU TEST1 TAC Fiscal Year 2008 Cost Code ALRN AA

NSN/Serial/PartNumber Search FSC TAMCN NAICS Search Item Type Contract Type

Commodity FFP

Save Line Item Add Line Item Add Sub-Line Item

CLIN/SLIN	Item Name	Quantity	Issue
RECOMMENDED SOURCES OF SUPPLY			
Select a Vendor	Select a Vendor	Select a Vendor	Select a Vendor

Route for Review Complete Attachments Print Fiscal Summary

Save Copy Delete

Marine Corps - PRBuilder v. 4.1 [Return to Top]

PR - Micros...

Internet 10:04

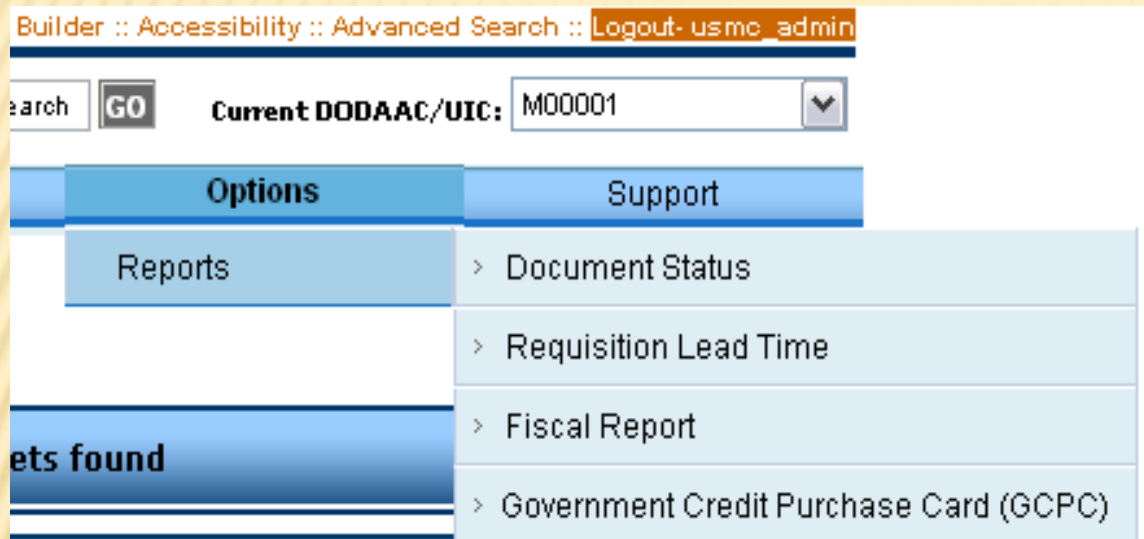
Annotations:

- This information will come from your BEA Tech or Fiscal Clerk.
- Enter an Appropriate Cost Code
- Enter the Manufactures part number.
- Select whether it is a Service or Commodity (Supplies)
- Customer Research: If possible, identify 3 sources of supply. Lack of customer research prolongs the procurement process, as Contract Specialists must now take all market research into account.
- Select what your next course of action is.
- Add any attachments you want.
 - IT Procurement Request
 - Urgency Impact Statements
 - Sole Source (J&A)
 - Brand Name Justification

SYSTEM NAVIGATION

User Roles	Available from the ADMINISTRATION drop-down menu	Functions
Requirements User Approver	<ul style="list-style-type: none"> ◆ User ◆ Address Book 	<ul style="list-style-type: none"> ◆ Edit User Profile ◆ Change own password ◆ Look up TAC addresses ◆ Look up Vendors
Fiscal User Financial Approver	<ul style="list-style-type: none"> ◆ User ◆ FIP ◆ Address Book 	<ul style="list-style-type: none"> ◆ Edit User Profile ◆ Change own password ◆ Enter FIP Account and FIP Profile ◆ Look up TAC addresses ◆ Look up Vendors
FHAO	<ul style="list-style-type: none"> ◆ User ◆ FIP ◆ Address Book 	<ul style="list-style-type: none"> ◆ Edit User Profile ◆ Change own password ◆ Enter FIP Account and FIP Profile ◆ Look up TAC addresses ◆ Look up Vendors ◆ Upload Signature
Workflow Manager	<ul style="list-style-type: none"> ◆ User ◆ Workflow Administration 	<ul style="list-style-type: none"> ◆ Edit User Profile ◆ Create/administer user accounts ◆ Change passwords for users ◆ Create/administer workflows
Contracting Manager	<ul style="list-style-type: none"> ◆ User 	<ul style="list-style-type: none"> ◆ Edit User Profile ◆ Change own password ◆ Setup SPS database and server settings

SYSTEM NAVIGATION

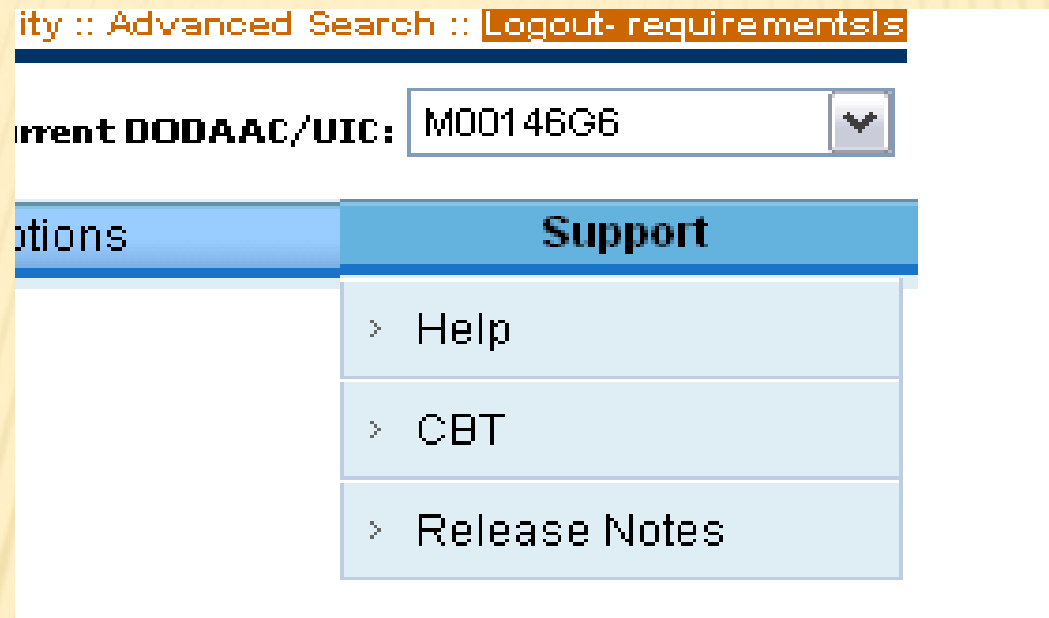


OPTIONS

▮ **Reports** – designed to provide specific purchase request information regarding Pending Workload Status, PR Status, Dollar Amounts, SABRS interface statistics, etc.

- ◆ **Document Status** - Allows any user within a routing workflow to pull the report to view all pending actions (documents currently in a routing workflow) or actions that could be routed to that person that are still in an “In Process” or “Completed” status.
- ◆ **Requisition Lead Time Report** - Identifies the time from the initial entry of a purchase request to receipt of a ready Request for Contractual Procurement (RCP) in the contracting office (i.e. Final Approver as approved PR in PR Builder).
- ◆ **Fiscal Report** – allows user to search documents by fiscal information associated with documents
- ◆ **Government Commercial Purchase Card (GCPC) Report** - A report on all actions under \$3,000. This is a management report designed to determine the volume of PR's generated in PR Builder to track and gain approval for credit card purchases.

SYSTEM NAVIGATION



SUPPORT

- ▮ **Help** – the application help file serves as a user guide
- ▮ **CBT** – application's web based training
- ▮ **Release Notes** – archived release notes from previous versions and most current application release notes

FAQS

- ▮ What do I do if a document is disapproved?
 - ▮ Change the document status to In-process, then re-route.
- ▮ How do I create modifications?
 - ▮ Modifications can be done on approved documents only.
- ▮ What happens if SABRS rejects the document?
 - ▮ Contact Fiscal User/Financial Approver to ensure that the lines of accounting assigned to document is correct.
- ▮ What do I do if I need to make changes to documents once I have routed it?
 - ▮ Recall the document, as long as it is not in SABRS for validation and it has not been approved by the final approver.

RESOURCES FOR ASSISTANCE

- ▢ Password Reset
 - ▢ Workflow Managers
 - ▢ PRBuilder Help Desk Support

- ▢ Workflows Setup
 - ▢ Workflow Managers
 - ▢ Cross DODAAC Workflows –

- ▢ Application Issues
 - ▢ PRBuilder Help Desk

RESOURCES CONTACT INFORMATION

- ▮ PRBuilder v4.1 Production Site:
 - ▮ <https://www.prbuilder.usmc.mil>

- ▮ PRBuilder 24/7 Help Desk Support
 - ▮ (877) 452-9058
 - ▮ prb.support@prbuilder.usmc.mil

ACCOUNT ACCESS

▮ Session Timeouts

- ▮ PRBuilder sessions will time out if there is no activity for 30 minutes
- ▮ User is logged out of the application
- ▮ Any changes entered on a document will be lost. Always save your document!

▮ User Account Lockouts

- ▮ When user gets locked out, 30 minute waiting period before regaining access
- ▮ Alternative - can call the helpdesk to get account unlocked
- ▮ Logout properly to prevent lockouts, do not close the browser before logging out

QUESTIONS?

LEATHERNECK

MARINE
ONE OF THE FEW



YOU GOT A PROBLEM WTH THAT?

JAR HEAD

DEVIL
GOOD